



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

REVENUE FIELD AUDITOR III

Job Number: 20001790

Job Code: 95180V111116

Job Group: 9500 - REVENUE

Job Established: 06/16/1982

Job Revised: 11/16/2011

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Acts as an audit team leader and performs advanced professional level audits on excise, severance, individual income, withholding and sales and use and other taxes administered by the Department of Revenue; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree that includes twenty semester hours or thirty quarter hours in pure accounting courses.

EXPERIENCE:

Must have three years of experience in the examining and auditing of Kentucky state tax documents.

Substitute EDUCATION for EXPERIENCE:

Certification as a Certified Public Accountant (C.P.A.) will substitute for the required bachelor's degree and pure accounting hours.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

None

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Serves as an audit team leader on a regular and recurrent basis on highly technical audits of taxes administered by the Department of Revenue. Resolves special audit problems pertaining to accounting procedures, tax laws and investigative areas. Assures compliance with Kentucky tax laws, rules and regulations. Performs highly technical audits on a variety of taxes administered by the Department of Revenue. Reviews taxpayers' protests against assessments and explains tax laws, regulations and policies. Audits tax returns of individuals and businesses to determine compliance with the appropriate statutory and regulatory tax provisions. Trains subordinate auditors and other personnel and reviews other field audits for mathematical and theoretical accuracy for compliance with Kentucky tax law and policy. Attends training provided by the department. Serves as team leader and performs tax audits within and outside of the state.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Duties are generally performed in an office setting. Requires overnight travel both in and out of state.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.